




MEMORANDUM

The City of OKLAHOMA CITY

Department of Court Administration

TO: Melissa Jackson
Unit Operations Leader

FROM: Becca Jessop 
Court Services Manager

DATE: February 22, 2012

SUBJECT: Notification of Pre-Determination Meeting

This memorandum serves as notice to you that a pre-determination meeting will be conducted on Wednesday, February 29, 2012 at 1:00 p.m. in the Municipal Court Small Conference room. You are invited to attend the meeting, and you may bring a representative of your choice with you to the meeting if you desire. You are not required to attend this meeting; however, in the event you elect to forego participation, management reserves the right to make a decision concerning possible disciplinary or administrative action without your input.

The meeting is being conducted to give you the opportunity to respond to the allegation that you have violated City Personnel Policies by being absent without permission or approved leave for the following dates:

February 21, 2012	9:00 am to 4:00 pm
February 22, 2012	7:00 am to 4:00 pm
February 23, 2012	7:00 am to 4:00 pm
February 24, 2012	7:00 am to 4:00 pm

On the above-mentioned dates you called and indicated that you were sick and you did not appear for work. You do not have sick leave to use for this time. You were told when you called in on February 22nd, 23rd, and 24th, 2012 that your absence for each of these days was unexcused and that no leave was being granted to you.

The alleged policy violations include:

- 1203.01 Violation of the Charter, Ordinances, administrative policy, rule, or regulation of the City, Department, division, or work section.
- 1203.05 Unexcused absence, absence from work without permission, or failure to report any absence to the designated authority.



1203.06 Three (3) consecutive work days of unexcused absence is considered job abandonment and shall result in termination.

It is important to note that no decision concerning disciplinary or administrative action has been made. A decision will be made only after considering any information you provide in the meeting.

pc: Stacey Davis, Court Administration Director
John Smith, Personnel Specialist

7010 0290 0003 4917 3233

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SENT TO

Sent to Melissa Jackson

Street, Apt. No.,
or PO Box No. 11541 Village AVE

City, State, ZIP+4 Midwest City, OK 73130

PS Form 3800, Aug. 2004

RECEIVED
FEB 25 2012
2:35

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1. Article Addressed to:

Melissa Jackson
 11541 Village AVE
 Midwest City, OK 73130

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PS Form 3811, February 2004

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